



**FIRST
FAMILY
CHURCH**

Children's Ministry

(Sunday School – Nursery through 5th grade)

Policies and Procedures

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1. Philosophy of First Family Church's Children Ministry

The Gospel | A People | For Generations

Purpose:

The goal of the Children's Ministry at First Family Church (FFC) is to instruct and disciple children that they may learn and adore the Triune God who has revealed Himself in Holy Scripture. We work toward this goal by immersing them in scripture while emphasizing the gospel, teaching them how to pray and worship, and facilitating spiritual growth in an atmosphere conducive to learning.

In addition to teaching children the gospel and how to live Gospel-centered lives, the Children's Ministry seeks to encourage & support families in their commitment to Christ and His gospel by facilitating, discipling, and offering practical support to them as they apply Scripture's wisdom to their families

The Gospel:

"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."

Romans 6:23

"For it is by grace you have been saved, through faith-- and this not from yourselves, it is the gift of God—not works, so that no one can boast."

Ephesians 2:8-9

"For our sake, He made Him who knew no sin, to be sin for us, that we might become the righteousness of God."

2 Corinthians 5:21

A People:

But to all who did receive him, who believed in his name, he gave the right to become children of God, who were born, not of blood nor of the will of the flesh nor of the will of man, but of God.

John 1:12-13

For Generations

"We will not hide them from their children; but tell to the coming generation the glorious deeds of the LORD, and his might, and the wonders that he has done. So the next generation might know them, even the children yet unborn, and arise and tell them to their children. So that they set their hope in God and not forget the works of God but keep his commandments."

Psalms 78:4, 6-7

2.Policies

Wellness:

1. Children (plus staff and volunteer teachers) must be symptom free from the following illness without medication for 24 hours before entering the classroom:
 - Fever of 100 or higher
 - Vomiting or diarrhea
 - Conjunctivitis (pink eye or other eye infection)
 - Undiagnosed Rash
 - Nasal drainage that is green or yellow
 - Sore throat
 - Open sores
 - Cold
 - Excessive coughing
 - Head Lice
 - Children recently diagnosed with RSV, influenza, hand foot and mouth disease, chicken pox, or pertussis.
 - Nursery workers may not serve with a cold sore.
2. If a child shows signs of sickness, including, but not limited to the above list, ministry volunteers should contact the parents and ask that the child be removed from the children's ministry area.
3. If a child develops any of these symptoms while in class, the parent will be contacted to pick up the child. If a parent cannot be reached via in person, or by cell phone, the child will stay outside of the class with the supervisor or greeter.
4. Check in tags for children with allergies will have that allergy noted on it through Planning Center (our check in system). Parents should also discuss allergies with teachers at drop-off.

Injury and First Aid:

1. We can administer only Band-Aids and Ice Packs (parents may provide other means).
2. For children with severe allergies requiring an epi-pen, please give it to the classroom teacher.
3. If there is an injury in the classroom, the teachers and/or volunteers should immediately tell the Children's Church Coordinator. Any injury must be reported since some trivial injuries can turn out to be serious. The teacher must complete an Incident/Injury Report Form (located in the church office) as soon as possible, to be filed, and have it copied for the parent to take home.

Safety and Security:

We believe that it is of utmost importance that our children are nurtured in a safe and responsible environment. We also desire that our staff and volunteers be protected from any false allegations of misconduct.

1. Each volunteer in our ministry is required to complete an application process, which includes a personal interview and fingerprinted background check.
2. Each volunteer is required to read and agree to follow the stipulations in this comprehensive manual regarding Children's Ministry Policies and Procedures. They must sign and turn in the voucher at the end of the document to the Children's Church Director.
3. We hold periodic, comprehensive teacher trainings to (1) ensure our volunteers understand and follow our policies and to (2) enable them to nurture our children.
4. We have a detailed security procedure for picking up a child outlined in the Parent Responsibility section of this manual.

5. There is a Two-Adult rule in place for all classrooms. This means there should always be two adults, at least one of whom is a woman, present while children are there. This is to protect the children from the possibility of abuse and to protect the adults from false accusations. If there is a situation in which there is only one adult, the door to the room must be open.

Restroom and Diapering:

1. Parents are encouraged to take their toilet-trained child to the restroom prior to dropping him/her off in class.
2. Only women may take children to the restroom.
3. Only adult volunteer staff or the parent of a child may change diapers (volunteers under 18 years old are not permitted to change diapers).
4. All diapers should be checked and changed if necessary, before children are picked up.
5. Adults must wash their own hands as well as the children's hands (at a sink or with hand sanitizer) after going to the restroom.
6. Latex or nitrile gloves must be worn when changing a diaper.
7. Staff must always attend a child who is on the changing table. Prepare ahead so that all supplies are within reach. Never leave a child alone on the table, even if just to reach for something.

Evacuation:

In emergency situations, if appropriate, 911 will be called to secure help. Do your best to remain calm that you may act with wisdom in the moment, knowing that God is in control. If you are able and safe – feel free to call 911.

1. In the event of an emergency while the parents are in the main building, and the children's church building is not compromised – staff and children are to remain in their respective classrooms. Respective class teachers are responsible only for the students in their class. Parents may pick up their children at the following locations to prevent congestion in the check-in lobby.
 - a. Little Wanderers (0-2): Picked up at the door on the parking lot side of the building.
 - b. Scouts (2-4): Picked up at the door on the parking lot side of the building.
 - c. Warriors (5-7): Picked up at either of the two doors in the courtyard.
 - d. Commanders (8-10): Picked up in their upstairs classroom.
2. In the event of an emergency in the children's church building or the upstairs classroom, and a swift exit is required, the respective classrooms are to take the following prioritized actions.
 - a. Quickly calming the children and instructing them to stay together while you make your way as a group to the lawn, through the courtyard of the church property.
 - b. If the lawn is compromised and not safe, and proximity to the church buildings is not in the best interests of the groups, all of the groups are to cross the church parking and wait along the fence line of the homes on Longview.
 - c. At both emergency pick up locations – the children will only be allowed to leave with the person who checked them in and can display the check-out tag.

A Live Threat:

A live threat includes a shooting or some other type of security hazard.

Step 1: Volunteers and Staff Evacuate Children

- As soon as staff, elder, deacon, or a volunteer is confronted with a real threat, they respond immediately.
- If it is safe to do so, the first course of action should be to evacuate the building. Refer to the evacuation procedures above.

Step 2: Volunteers and Staff Communicate the Danger

- When it is safe to do so, whoever sees or hears the live threat should notify the deacons, elders, or Children’s Church Coordinator about the problem.
 - If the event takes place outside of the Children’s Church building – Staff, an elder, or deacon will inform the children’s church volunteers.
 - If the event takes place inside, or just outside of the children’s church building – a volunteer must inform the staff on the other parts of the property, when it is safe to do so. Under no circumstances shall children be left alone.
- Staff, elders, deacons or volunteer should call 911. Give the following information:
 - Location and the nature of the threat.
 - If shots have been fired tell police we have an “active shooter.” Police are trained specifically to respond to an active shooter.

Step 3: Hide

- If running or evacuation is not a safe option, hide in as safe a place as possible.
- Close the door and lock it.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds.
- Turn off the lights.
- Silence all electronic devices.
- Maintain silence.
- Have children lie or sit on the floor away from the door. If possible, stay out of sight of any interior windows.

Step 4: Staff or Volunteers fight the Live Threat

- If neither running or hiding is a safe option, as a last resort, when confronted by a shooter or some other danger, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as a fire extinguisher or chairs.
- Under no circumstances will a child be allowed to confront the potential danger.
- After the area has been made safe and secure by police, the Children’s Ministry Coordinator, the elders, or deacons will communicate an “all clear” sign to anyone who is in lock-down mode.

Suspected Child Abuse:

If you or any other worker in your department suspects child abuse, take the following steps.

1. Contact the Children’s Church Coordinator immediately. Watch for visible signs (bruises, cuts, burns, etc.)
 - a. An elder/pastor will handle it from here.
2. It is very important that you don’t discuss your suspicions with anyone other than the Children’s Church Coordinator.
3. Do not discuss it with the parents. It may scare them off or it could cause undue hard feelings for those who are suspected, but not offenders. If the parents are abusive, they may abuse the child further as a result of your talking to them.

3. Classrooms

Waumba Land means "Land of the Creator" and it is the name that we have adopted for our children's ministry. We are here to support parents in training up their children (Proverbs 22:6) and showing them their need of a Savior. It cannot be stressed enough - that the parents have the most influence in teaching and training up children in the ways of God. We highly encourage you to have times of worship as a family at home throughout the week (ask us about some great resources for this), and to have your children sit with you during one of our two services. Whether you exist in the land of preschoolers or are tackling the preteen years (or maybe both at the same time), we want to come alongside you to share God's love and truth with your children.

The Children's Ministry has classes available for the following ages:

First Service:

Nursery (Little Wanderers) ~ 9:00 AM

Preschool (Scouts) ~ 9:00 AM

K - 2nd Grade (Warriors) ~ 9:00 AM

Second Service:

Nursery (Little Wanderers) ~ 11:00 AM

Preschool (Scouts) ~ 11:00 AM

K - 2nd Grade (Warriors) ~ 11:00 AM

3rd - 5th Grade (Commanders) ~ 11:00 AM

Sunday School for Nursery through 2nd grade is located in the Children's Church building. Sunday School for 3rd – 5th grade is located in the upstairs classroom. All classes open 15 min prior to each service.

The welcome desk and check-in/out area is located in the Children's Church Building under the sign labeled "children's classrooms." Parents or guardians must check in their children prior to leaving them in a classroom. Parents or guardians must check out their children prior to picking them up from a classroom. The commander's class is dismissed at the end of service (12:30pm) to the playground. Parents can meet them there, but they still need to be checked out at the welcome desk.

Our classes adhere to promotional markers and ratios, as follows:

Class	Promotional Marker	Adult: Child Ratio
Little Wanders	At the parent's discretion	1:3
Scouts	The Sunday after they turn 2	1:4
Warriors	The Sunday after they turn 5	1:6
Commanders	The Sunday after they enter the 3 rd grade	1:6

Because we want to provide the best care for your child, we closely monitor the adult-child ratio in each classroom. Should a classroom grow, and start to go over the appropriate ratio, the Children's Church Coordinator will ask parents to volunteer and/or pursue new volunteers. On occasion, a classroom may be closed. Generally, we have a Children's Church promotion and teacher appreciation recognition in August.

4. Curriculum

“From infancy you have known the holy scriptures, which are able to make you wise for salvation through faith in Christ Jesus.”

2 Timothy 3:15

The Holy Spirit is the one who grants understanding to us. Mental capacity, when it comes to Spiritual matters is therefore secondary. Because of this, we encourage children of all ages to sit through the main service with their families, and then to attend a Sunday School class in the opposite service to further along their growth and Lord willing, eventual discipleship.

Nursery:

Our nursery fosters an environment of nurture and love. At this time, there isn't a specific Bible teaching component, but there is time for playing and reading short stories.

Scouts, Warriors, and Commanders:

All of our Children's Church Sunday school classes take advantage of and implements Lifeway's "*The Gospel Project*" curriculum. Every classroom will be covering the same Biblical story, but each classroom has Biblical teaching, activities, and lesson sheets geared to the specific age range of the classroom.

The Gospel Project take kids on a Christ-centered, chronological journey through Scripture. Kids will discover how the gospel unfolds from Genesis through Revelation. When kids truly experience the gospel, their hearts are transformed. It is the gospel, not good behavior, that changes everything.

How Will This Help?

The Gospel Project for Kids will help you teach kids to:

- **See the Big Story:** Kids will understand that the Bible is not a collection of stories, but God's unified story of redemption.
- **Read Scripture as Christ-centered:** The Leader Guide and Activity Pages provide a deep, Christ-centered Bible study experience for all ages.
- **Grasp Essential Christian Doctrines:** The Big Picture Questions and Answers are designed to help kids understand essential theological doctrines of the Christian faith.
- **Study the Old and New Testaments:** Kids spend equal time in the Old and New Testaments, learning the key distinctions of each and how they fit together.

Key Features:

- 3-year chronological study plan
- New Bible story videos and music videos
- New content includes several Bible stories that have not been covered before
- New "Questions from Kids" video provides a bridge to application of the lesson
- Primary teaching hour includes a missions emphasis

5. Parent Responsibility

For the safety and well-being of your child, please adhere to the policies and procedures that are outlined in this entire manual.

Alerts and Requests:

1. If your child has any allergies or special conditions, please explain them to the staff member or volunteer leading your child's class. For allergies, make sure that a note about the allergy has been made in the check-in account on the iPad. If the allergy is correctly notated in the system, the allergy will appear on the printed name tag.
2. Alert the teachers if your child is potty training. Please take potty-trained children to the restroom before dropping them off in class.
3. We welcome parents to spend up to 3 weeks acclimating their children to the class. Once your child feels comfortable, we encourage you to leave your child in class so that you may enjoy the Adult Sunday school class or corporate worship.
4. It is often most beneficial to quickly drop off your child, as this reduces separation anxiety and helps the child more quickly adjust to the classroom.
5. Drop off your child at the welcome desk in the check in lobby, rather than entering the classroom. This reduces confusion and crowding in the hallway between the classes.
6. Whenever possible, allow one parent or guardian to drop off and pick up your child in order to prevent crowding in the lobby.

Items you Bring:

1. Label all of your child's belongings, including diaper bags, cups, bottles, pacifiers, etc.
2. All bottles must be pre-mixed. Nursery workers are not allowed to mix formula for health and sanitation reasons.

Tags:

1. Every parent or guardian is required to create a profile for their family on our computer system in Planning Center. This system generates our name tags.
2. Every parent or guardian must print off a name tag for their child and its corresponding security tag prior to sending the child to the appropriate classroom down the short hallway. This is a security measure to prevent unauthorized people from accessing children.
3. Once the name tag is printed, affix it to the child's back. Parents should retain the security tag portion as it is required for pick up.

Security for Child Pick Up:

1. As mentioned above, each child (or family of children) receives a name tag and security tag prior to Sunday School. Parents must retain the security tag portion for a scanned check out. Manual (typing) check out is a secondary method of check out and should only be used in the case of a lost scanned ticket in which the welcome desk volunteer is familiar with the family. No adult can pick up a child without the corresponding security tag without direct consent and supervision of the welcome desk volunteer or Children's Church Coordinator.

Volunteering:

1. We encourage parents to volunteer in our classes. Please contact our Children's Church Coordinator about volunteering.

6. Volunteers

Requirements to Serve

1. Each volunteer in our ministry is required to complete an application process, which includes a personal interview and background check.
2. Periodically, we hold comprehensive teacher trainings to (1) ensure our volunteers understand and follow our policies and to (2) enable them to nurture our children.
3. Youth volunteers must be at least 12 years old to work in the nursery with a parent, and 15 without a parent, through permission of the Children's Church Coordinator and adult teacher
4. In the event that there are last minute volunteers who have not been screened, they will be approved by the Children's Church Coordinator and placed with a volunteer or staff member who has had a background check.
5. Volunteers are entrusted to teach the children of FFC about the Gospel. We ask that volunteers commit themselves to the responsibility of building a strong, spiritual foundation in the hearts of the children.

Scheduling:

1. Volunteers will communicate with the Children's Church Coordinator concerning the schedule.
2. Once the schedule is set by the Children's Church Coordinator, any changes should be made by switching with another team member and notifying the Children's Church Coordinator as soon as possible. Volunteer's contact information can be obtained through the Children's Church Coordinator.
3. In case of an emergency that causes the volunteer to run late or to be unable to serve (such as coming down with a cold or injury), it is imperative to call or text the Children's Church Coordinator ASAP.
4. The priority of staff and volunteers is always to be ministered to, rather than to minister. Therefore, if a volunteer or staff worker is only able to attend one service, and they are scheduled to teach – they are to find a replacement teacher so that they can attend corporate worship.
5. When a volunteer is no longer able to serve with the Children's Ministry, please provide at least 4 weeks notice, so that we may find a replacement.

General:

1. Volunteers must be knowledgeable about and adhere to applicable policies and procedures in this manual.
2. Volunteers are not permitted to have any personal drink (other than water or coffee) or food during class (for allergy reasons).
3. Personal belongings must remain off of the floor and out of reach of children.
4. Phones are to be on vibrate and may not be used in the classroom except in the case of an emergency.
5. Any special treats or activities involving food outside of the scheduled curriculum **must** be approved by the Children's Church Coordinator.

Arrival and Setup:

1. Arrive a minimum of 15 minutes before the service begins, and sooner if preparation is required. Please be on time. Punctuality is required and excessive tardiness will not be tolerated as it compromises the quality of programming for the children. Please remember that tardiness has a domino effect, involving supervisors, fellow teachers, children, and families.
2. The Nursery is to always have two volunteers as they will also serve as the welcome desk attendants.

- a. One nursery volunteer (to be chosen at the discretion of the volunteer team) will sit at the welcome desk 15 minutes prior to each service that they may assist parents and volunteers with the check in process.
 - b. About 10 minutes into the start of the service, the check in desk attendant may return back to the nursery.
 - c. The check in attendant is to listen for the door bell, and when it chimes, is to return to the check in desk.
3. Sign in via the iPad upon arrival and take your name tag from the check-in desk.
 4. Wash your hands before setting up the room.
 5. Set out any materials needed for class, as provided by the Children's Church Coordinator.
 6. Ensure that all tables are wiped clean and toys and supplies are put away neatly in their proper places prior to leaving the room. Notice that there are labels indicating where all toys and supplies are to be stored.

Snacks:

1. All children's hands must be washed prior to eating a snack.
2. A light snack is provided for children in the Scouts, Warriors, and Commanders classrooms. It usually consists of teddy grahams, goldfish, or something similar and water.
3. Before handing children snacks, ensure they do not have allergies. Allergies will be noted on their name tags.
4. Children may have snacks and drinks only when they are seated. Children are not allowed to walk around with snacks or cups due to allergy and sanitation reasons.
5. Cups should be promptly removed once each child has finished.
6. All bottles must be pre-mixed. Nursery workers are not allowed to mix formula for health and sanitation reasons.

Class Time:

1. Anyone not wearing an approved name tag is not permitted to enter the classroom. If there is a problem, or you feel uncomfortable asking someone if they are approved, see the Children's Church Coordinator.
2. One volunteer should welcome children while the other engages the other children.
3. Be particularly aware of children with allergies and check all nametags for any indication of allergies or other special needs. Ask parents for further clarification.
4. Be aware any children with special needs and communicate with the parents for tips on engaging that child.
5. Review the classroom rules with the children every week. (Refer to Classroom Management section for details) (Not necessary for the Nursery).
6. Whenever possible, sit on the floor with children to interact with them. Being on their eye level helps gain and maintain their attention.
7. Remain in the classroom at all times unless you are leaving to take a child to his/her parents or to the restroom. The other teacher must remain in the classroom.
8. Under no circumstances, are children to be left alone in the classroom, or are they permitted to leave the classroom without adult volunteer supervision.
9. Enjoy being with the kids! Remember that this is not babysitting, but ministering to these children and guiding them closer to the Lord.

Physical Touch Policy

Two types of relationships are important to consider: volunteer-to-child and teen-to-child.

Volunteer-to-Child:

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.

1. Always remain in open sight of other adults.
2. Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
3. Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
4. Inappropriate touch involves but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
5. For ages 2 thru 5, only women can take children to the restroom. Our Children's Church facility has bathrooms in each classroom. Depending on the ability of the child (3& up typically) – the teacher should remain outside the door.
6. Sitting on laps is only appropriate for ages 0 to 5.
7. In general, a man will need to limit physical contact more than a woman in the same situation, especially when working with older children.
8. Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
9. Only touch children in "safe" areas and for brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
10. Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

Teen-to-Child:

1. No male or female under eighteen should ever be alone together while in children's ministry.
2. No inappropriate touching (as defined above) of any kind will be accepted.
3. Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Departure Procedures:

1. Children must be wearing a printed name tag to enter the classroom. If a child arrives without a name tag, send the parent and child back to the welcome desk and iPad stand as having a name tag is required for the check out.
2. The assigned nursery worker which assisted with the check-in process, is to return to the welcome desk at the close of the service (10:30am and 12:30pm) for check outs. When a child is scanned out – the desk worker will leave the desk and will pop his/her head into the appropriate classroom to request the checked-out child.
 - a. Commander level children will be in the playground (weather permitting – in the case of rain, they will be under the covered courtyard) but still must be checked out of the system at the iPad.
3. When a parent arrives, ask for the child's security tag before releasing the child. This is imperative: do not release a child without having the security tag. If the security tag is lost, a

manual check-out can be permitted if the volunteer is familiar with the family. If you're unsure – even a little – please contact the Children's Church Coordinator.

4. Match the child's name tag with the security tag sticker and throw them all away before the child leaves the children's church building. This way, we have no children (with the exception of the Commander class) on the church campus with a name tag on. This helps us to know that the children are accounted for and under the supervision of the parent.
5. After all children have been picked up, tidy your classroom and throw away your printed name tag.

7. Classroom Management Policies

Classroom Rules:

1. Obey the Teacher
2. Listen
3. Respect Others
4. Keep your Hands and Feet to yourself

Proactive Steps for helping Children in the Classroom:

1. Communicate the rules at the beginning of class every Sunday (Doesn't take long and promotes order).
2. Make eye contact when speaking to the child.
3. Catch the child being good. Use positive reinforcement.
4. Have the child repeat what you have asked them to do.
5. Try to redirect the child if they are doing something they shouldn't be doing.
6. Discipline (verbal only allowed of course) should always be given in love, not in anger.

Preventative Actions:

1. Create a loving, caring atmosphere.
2. Establish and communicate realistic expectations for children.
3. Focus on positive actions.
4. Be fair and consistent with children.

Aggressive Behavior:

1. Biting, hitting, pushing, scratching, or pulling is considered aggressive behavior.
2. If a child displays any of these behaviors and does not respond to discipline, he or she will be removed from the class and the parent will be notified immediately.

Discipline Steps: (for matters including, but not limited to aggressive behavior)

1. Verbal Warning: If possible, whisper to the child in order to not draw attention away from the teaching and onto the inappropriate behavior.
2. Remove and Set Apart: Remove the child from the rest of the class. Have him or her sit in a different area of the classroom for a set amount of time or until the child is ready to participate cooperatively.
3. If the above steps don't bring about a change, speak to the parent in private upon child pick to inform them of the behavior and then work with the parent to decide what the best next steps are for the child.

Self Evaluation:

1. Pay attention to how you feel
 - a. If you are stressed, children will sense that. Try to focus on the present moment and the children in front of you rather than outside stresses and circumstances.
 - b. We only have about an hour and a half with these kids each week to give them our all and teach them about the depth of God's love for them, which we can demonstrate through our actions and our undivided attention.
 - c. Take a minute away if needed.

2. If you are struggling with a child, pass him or her off to another staff member or volunteer. You are never alone in the classroom, so let those around you help you through the difficult moments.
3. Arrive prepared for the morning, in heart and mind. Arriving on time enables you to have time to prepare for the morning.

Positive Classroom Management and Discipline

1. Praise the Positive and reward good behavior.

Children often learn by modeling behavior. So try, for example “I love the way Sarah is sitting quietly with her hands in her lap. Great job!” The other children will follow quickly in hopes of being praised in the same way. Praising kids rewards good behavior and reinforces it for the entire class. You may also use rewards, such as: obedient children are the first to receive snack or art supplies.

2. Explain the rules of the class every week.

Children do well when they know what is expected of them. Keep the classroom structure similar from week to week. Having a predictable routine helps kids cope with an environment and understand appropriate behavior.

3. Be assertive: Say what you mean and do what you say.

Children need to know what consequences will follow for disobedience. When children know the consequences ahead of time, they are likely to deal with them with less arguing and complaining. It is best to order your classroom around what you have said you are going to do. You are the teacher. Be firm in giving instructions and following through with what you say. You should never yell at a child. Speak on their level. Look at them in the eye and make sure they are listening to what you say. If appropriate, have them repeat back what you just said. Do not discipline a child from across the room: go to the child and pull them aside. Do not let kids tell you what to do. You must be in control.

4. Make things fun!

Instead of going into things like clean up time with a negative approach, such as “I’m so sorry, but we have to put toys away now…” try addressing it with a positive spin like “OK, kids, I have a mission for you: do you think we can have all of these toys put away in two minutes?” Or, singing the clean-up song is a fun way to begin and encourage a clean-up routine. Don’t offer too many activity choices for kids. Switch out the toys (if possible) so kids do not become bored.

5. Talk to a child who is crying.

Engage an upset child with something of interest. Talk to them in a way that distracts them from thinking about their parents and avoid saying that Mommy is coming. If absolutely necessary, you can remind them that Mommy and Daddy will come back soon, but do not make that the point of your conversation. For children who are likely to cry, ask their parents about how to best soothe them.

6. Incorporate the Gospel when you are disciplining a child.

Focus on God’s love for the child and your love for the child. Be specific as you explain that you want him or her to follow directions, be kind to friends, participate, etc. Talk to the child about how it pleases the Lord when we obey Him. Remember that discipline should always be given in love, not in anger.

“For these commands are a lamp, teaching is a light, and the corrections of discipline are the way of life.” Proverbs 6:23

8. A Summary of the Gospel of Jesus

1. God is the Sovereign Creator of all things
2. God created people for His glory.
3. God is Holy and Righteous.
4. Man is sinful.
5. God is just and is right to punish sin.
6. God is merciful. He is kind to undeserving sinners.
7. Jesus is God's Holy and Righteous son.
8. God put the punishment of believers on Jesus.
9. God offers the free gift of salvation to those who repent and believe in Jesus.
10. Those who trust in Jesus will desire to live to please Him and will receive the promise of Eternal Life—Enjoying God forever in Heaven.

From Children Desiring God, Children's Leadership Conference 2007

“Christ also suffered once for sins, the righteous for the unrighteous, that He might bring us to God.” 1 Peter 3:18

Gospel Centered vs. Morality Centered Teaching

Morality Based	Gospel Based (The Gospel Project is good here)
You must try for Jesus	You must trust in Jesus
What you do	What Christ has done for you
Obedience because of obligation/duty	Obedience because of gratitude/love
You are the hero of the story	God is the hero of the story
The story is about you	The story is about Jesus (ultimately)
Aims primarily at action	Aims primarily at the heart
Stays small with the story	Appeals to the big story of Redemption

Yancey C. Arrington, Gospel-Centered Curriculum

Our volunteers are a valuable part of our ministry. Volunteers are always needed. If you are not currently serving in the Children's Ministry and would like to be, please contact the Children's Church Coordinator.

The information in this manual should help you understand our role in ministering to your child. If you have any questions, please contact our Coordinator, Jill Divine. We welcome you to the Children's Ministry at First Family Church!

(Tear off bottom portion and submit to the Children Church Coordinator)

I, _____ have read and agree to follow and uphold the
(print first name) (print last name)
Child Ministry Policy and Procedures of First Family Church

Date: _____/_____/_____

Signature: _____